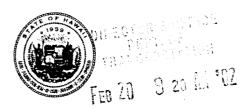
BENJAMIN J. CAYETANO GOVERNOR



GLENN M. OKIMOTO Comptroller

MARY ALICE EVANS
Deputy Comptroller

STATE OF HAWAII DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119 HONOLULU, HAWAII 96810-0119

February 15, 2002

COMPTROLLER'S MEMORANDUM 2002-11

TO:

All Department Heads

SUBJECT:

Purchase of Vehicle Identification Decals

The purpose of this memorandum is to replace Comptroller's Memorandum No. 1998-27 due to change in price to purchase identification decals.

Chapter 105-6, H.R.S., <u>Inscription on State Motor Vehicles</u>, requires that every motor vehicle owned or controlled (leased) by the state shall bear on both sides, a facsimile of the state seal, the words "FOR OFFICIAL USE ONLY", and the name of the department, commission, office or agency controlling or possessing such vehicle.

The statutory vehicle identification decals are available for purchase from the Department of Accounting and General Services (DAGS) Automotive Management Division (AMD). Only the 12" and 8" State Seal Facsimile and "FOR OFFICIAL USE ONLY" decals are stocked by DAGS. Agencies are responsible for providing their own departmental identification decals. Agencies may also purchase the state seals and official lettering decals when available from other sources.

All agencies needing decals are requested to submit the enclosed AMD-005 (Rev. 2/02) form to purchase decals. A bill for collection will be sent to you for payment.

If there are any questions, please contact Mr. Harold Sonomura of the Automotive Management Division at 586-0343.

GLENN M. OKIMOTO

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State Comptroller

Attachment

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REQUEST FOR VEHICLE IDENTIFICATION DECALS

TO:	DAGS Automotive Management Division 869A Punchbowl Street
FROM:	Name of Requestor
	Address
	Phone / Fax
We require the following quantities of decals:	
State Seal Facsimile:	
	each 12" diameter at \$10.00 each = \$
-	each 8" diameter at \$ 8.00 each = \$
"FOR OFFICIAL USE ONLY"	
	each 3" x 25" at \$ 10.00 each = \$
	TOTAL AMOUNT OWED = \$
DEPARTMENTAL OR AGENCY IDENTIFICATION DECALS ARE NOT AVAILABLE FROM DAGS	
ORDERING AND BILLING INFORMATION:	
CONTACT:	Mr. Hugh Sonoda Ph: 586-0350 Fax: 586-0354